

## Online Registration Instructions

1. Log onto (<http://My.Umary.Edu>). Enter your username and password and click **login**.
2. Click on **Student** tab.
  - a. In the **Navigation Bar** located on the left hand side, click on the folder labeled **Academic Information**.
  - b. Click on the **Registration link** in the Navigation Bar.
  - c. Click on the **Online Registration** in the Navigation Bar.
3. If there are any holds, they will be listed here. Contact Student Accounts at 701-355-8143 for financial holds (check and pay the account online by using your PIN and ID or call 701-355-8082).
4. Click on **Add/Drop Courses**

The screenshot shows the 'Student' tab selected in the top navigation bar. The left sidebar has 'Academic Information' selected, with 'Registration' and 'Online Registration' also highlighted. The main content area is titled 'Registration' and 'Online Registration - Add/Drop Courses'. It features a form with 'Term' set to '2011-2012 - FALL' and 'Division' set to 'Undergraduate'. Below the form, it states 'Add Period Open / Drop Period Open' and 'You are currently registered for 18 credits.'

To **Add** Course: (After steps 1-4 above)

1. Select the correct **Term** from the dropdown list or select the year/term displayed.
2. Select the **Department** and **Division** for the course and click **Search**.
3. Under the **Add** column, check the course(s) you want to register for and click **Add Courses**.

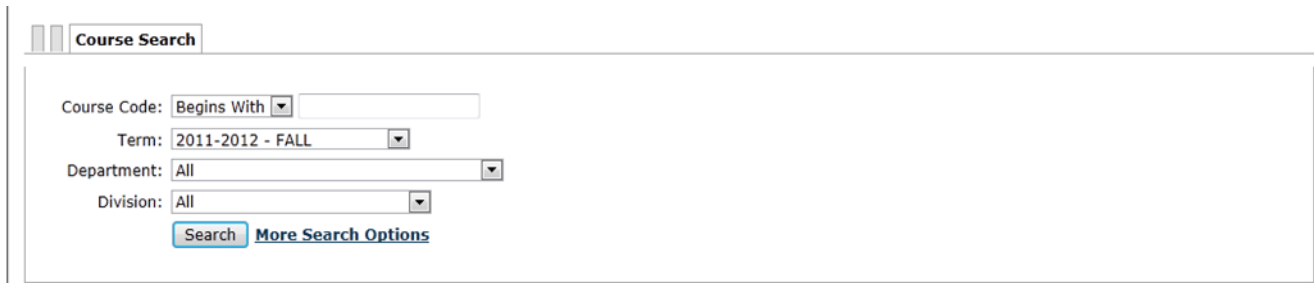
The screenshot shows the 'Search Results' page. The search criteria are 'Term: 2011-2012 - FALL' and 'Division: Graduate'. A table lists three courses with checkboxes in the 'Add' column. The first course, 'COU 510 B1', is checked.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
<input checked="" type="checkbox"/>		<a href="#">COU 510 B1</a>	Prof Orient/Eth	CADE, staff staff	22/25	O	TH 6:00 PM-10:00 PM; IN BISMARCK, ND, Butler Center, Classroom w/multi-media	3.00
<input type="checkbox"/>		<a href="#">COU 510 F1</a>	Prof Orient/Eth	CADE, staff staff	25/30	O	TH 6:00 PM-10:00 PM; Fargo, ND	3.00
<input type="checkbox"/>		<a href="#">COU 540 B1</a>	Career Counsel	CADE, staff staff	14/25	O	TH 6:00 PM-10:00 PM; IN BISMARCK, ND	3.00

4. A message stating that the course was successfully added will appear.

The screenshot shows the 'Messages' section with a message: 'COU 570 F1 - Successfully added to registration record.'

5. Verify in the **Your Schedule** section for the term.



Course Search

Course Code: Begins With

Term: 2011-2012 - FALL

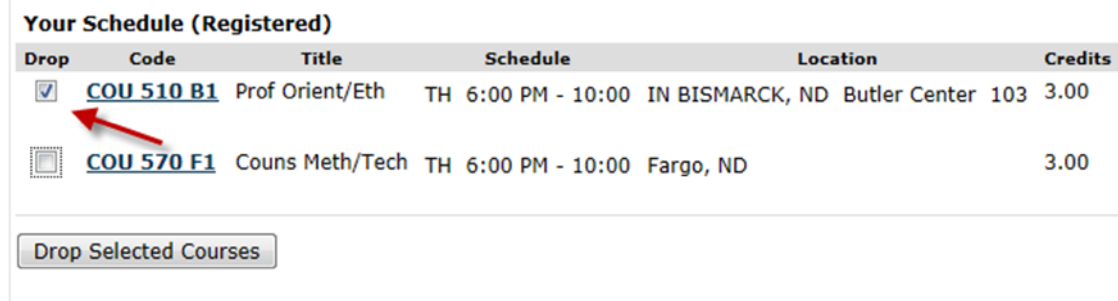
Department: All

Division: All

[More Search Options](#)

To **Drop** a Course: (After steps 1-4 above)

1. Select the correct **Term** from the dropdown list or select the year/term displayed.
2. Select the **Department** and **Division** for the course and click **Search**.
3. View your registrations in **Your Schedule** just below the **Course Search** window. Under the **Drop** column, check the course(s) you want to register for and click **Drop Selected Courses**.



**Your Schedule (Registered)**

Drop	Code	Title	Schedule	Location	Credits
<input checked="" type="checkbox"/>	<a href="#">COU 510 B1</a>	Prof Orient/Eth	TH 6:00 PM - 10:00	IN BISMARCK, ND Butler Center 103	3.00
<input type="checkbox"/>	<a href="#">COU 570 F1</a>	Couns Meth/Tech	TH 6:00 PM - 10:00	Fargo, ND	3.00

4. The correct **Course's drop box** at the bottom of the page. Choose **Add/Drop Courses**. A message stating that the course was successfully dropped will appear.
5. Verify in the **Your Schedule** section for the term.

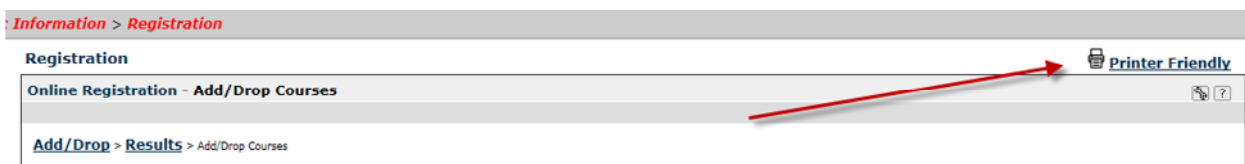


**Your Schedule (Registered)**

Drop	Code	Title	Schedule	Location	Credits
No Current Courses for the selected Term and Division.					

To **Print Schedule**: (After steps 1-4 above)

1. Return to the **Academic Information** folder on the left hand navigation bar.
2. Click on **Schedules and GPA**.
3. Click on **All My Courses**.
4. In **Show**, select **Past**, **Current**, or **Future** to display your course schedule.
5. Clicking on the **Printer Friendly** link to view printable screen.



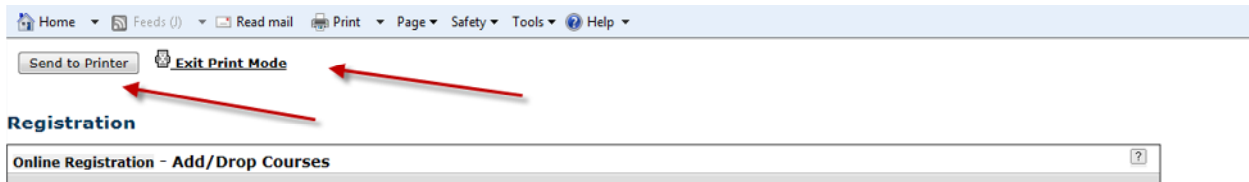
Information > Registration

Registration

Online Registration - Add/Drop Courses

[Add/Drop > Results](#) > Add/Drop Courses

6. Select **Send to Printer** in the upper left corner or **Exit Print Mode**.



7. Select **Exit Print Mode** to return to the previous page.